RN Preceptor Schedule and Orientation, 2017

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOH:\_\_\_\_\_\_\_\_\_\_\_

**Weeks One through Four:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Task/knowledge noted** | Shown | Can Do |
|  | Pre-hire test review |  |  |
|  | Competency test review |  |  |
|  | Orientation to office staff |  |  |
|  | Review job description   * Receive Organization Chart |  |  |
|  | Florida Regulations – given (Web access) |  |  |
|  | 59A-8.000 FS read reviewed |  |  |
|  | 400 FAC read reviewed |  |  |
|  | CEMP Read reviewed – with 2017 Updates |  |  |
|  | Medicare Regulations – given (Web Access) |  |  |
|  | ASPEN Regulation set |  |  |
|  | Agency Policy & Procedure Manual |  |  |
|  | Other Manuals Available (TB Control Plan, BBP, HHVBP, MDS manuals, RN Resources) |  |  |
|  | CFR 484 |  |  |
|  | Interpretive Guidelines |  |  |
|  | **3 Admissions/Admission Packet - Start** |  |  |
|  | Home health brochure |  |  |
|  | Referral Worksheet completion |  |  |
|  | POC and Advanced Directives forms |  |  |
|  | Consent for Services |  |  |
|  | Schedule of Fees and Services |  |  |
|  | Client Bill of Rights & Responsibilities |  |  |
|  | Plan of Care/ Physician’s Orders |  |  |
|  | Nursing Narrative |  |  |
|  | Special Needs Shelter Registration / CEMP |  |  |
|  | HH Aide POC & Non-skilled Assignment Sheet |  |  |
|  | RN Initial Assessment/OASIS C2 and H& P |  |  |
|  | 1 with DON doing 50% of assessment/tasks |  |  |
|  | 1 with RN doing 100% of assessment/tasks |  |  |
|  | Computerized GPS clock in at patient’s home |  |  |
|  | Time Slips with Mileage |  |  |
|  | 3 RN visits reviewed |  |  |
|  | **Take \_\_\_\_\_\_\_\_(software)Training and Self-tutorials**.   * Reminder lists * Scheduling in \_\_\_\_\_\_\_\_\_ (software) * Deleting and Changing * Entering a new client * Entering a new aide * Employee Block / Vacations * Print Reports & Schedules * Run off client list report as requested * RNs/LPNs assignments * Staffing Coordinators assigned to Companion/Homemaker clients |  |  |
|  | OASIS C2 in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of EMR) |  |  |
|  | SOC process: timing, timing, timing |  |  |
|  | SOC OASIS - Orders Needed per discipline |  |  |
|  | Medicare Admission Packet – Signature pages |  |  |
|  | Homebound Status (F2F & office Vs note or facility DC Summary and information) |  |  |
|  | OBQI-PI Explanation - start |  |  |
|  | Review OBQI-PI Manual |  |  |
|  | * Clinical Assessments every 30 days |  |  |
|  | * Clinical Assessments every 60 days |  |  |
|  | * Med Pours Reviewed with DON * Med Pours, done and reviewed by DON |  |  |
|  | OBQI-PI Audits – start & monthly |  |  |
|  | OBQI-PI Meetings |  |  |
|  | OBQI-PI Goals |  |  |
|  | OBQI-PI Quarterly Statistics |  |  |
|  | Star Ratings - Explanation |  |  |
|  | HHVBP |  |  |
|  | **\_\_\_\_\_\_\_\_\_\_\_(software training) continued** |  |  |
|  | * Staffing Coordinators, Keep \_\_\_\_\_\_\_\_\_ up to date with client records, within 1 hour of notification * RN’s schedule own appointments * Client Confidentiality & HIPAA Regulations |  |  |
|  | Offices Processes for Staffing Coordinator:   * Forward and Unforward Phones * Distribute Schedules * New Client Referral-you start the process * New client referral process to RNs * Ordering Office Supplies:   Where? = plaid folder  Who? = Staffing Coordinator   * Review of Aide Notes in \_\_\_\_\_\_\_\_\_(software) * Lock Cabinets nightly (HIPAA Regulations) * Do not give out fax number to any solicitors * Do not give out your e-mail address unless checked with the Director of Nursing * Our website is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_you may give that out and let them know there is a “contact us” tab to send e-mail. |  |  |
|  | Where they are:   * Companion/Homemaker Client hard-copy and/or Computerized * Financial info – refer to Billing Manager * Medicaid Waiver clients |  |  |
|  | Office Protocol:   * Communication aids, referral logs, forms, etc. * Lunch breaks * Covering Broward office schedule |  |  |
|  | Time Lines:   * Wed at noon: all known cases through the next weekend should be filled by staffing coordinators (10 days) * Wed at 4 PM Staff-Coord print schedules * Friday at 5:00 PM On-call begins * See On-call list of priorities and who you should notify & when to notify RN & Rhonda |  |  |
|  | On-Call for RNs   * On-call logs * Separation of PB and Broward * Signatures, date/time, response in total. |  |  |
|  | On-Call   * Staffing Coordinators – On-call pay * On-call book includes schedules, employee lists with phone numbers: * When to call RN and/or Rhonda * Access \_\_\_\_\_\_\_\_\_\_\_(software) while on-call |  |  |
| **Month Two** | | | |
|  | Review P & P Manual – with Q & A session |  |  |
|  | Accounts/invoices and payroll  Handling overdue accounts (RS and PC) with nurses help |  |  |
|  | Yearly actions |  |  |
|  | Employee Evaluations  Employee annual re-education  Employee annual competency check |  |  |
|  | Employee files kept by Human Resources Director   * Organization * Entering Expired Information \_\_\_\_\_\_\_\_\_(software) * Follow-up needed: From who, who’s responsible, time limit to give employees to get information in * Copy of Florida regs on needed information. * Employee of the Month Program * Print Reminders List for Employees * Time off request forms. |  |  |
|  | Broward Office   * ACHC Accredited * Charts in\_\_\_\_\_\_\_\_\_\_\_(software) * Broward books. |  |  |
|  | ACHC Accreditation   * What it means (Director of Nursing) * Palm Beach to accredited for Medicare |  |  |
|  | Marketing Tasks:   * Sunshine Calls * Birthday Cards (Client and employee) Teresa initiates these, we all sign them. * Every Phone call is marketing. |  |  |
|  | Memos to Staff: Who and When |  |  |
|  | New Employee Process:   * Hiring Aides * Test taking (written and demonstrated skills competency) * Checking references * Checking backgrounds with entire background check process: When, How; Follow-up. * Orientation Process – You participate, see orientation check list and employee handbook. * ID Badges |  |  |
|  | Employee file audits   * Reminders in \_\_\_\_\_\_\_\_\_(software) * Keep files Up-to-date * Audit daily/weekly * Quarterly Audit Report at QI Meeting |  |  |
|  | Forms to use if not computerized:   * Client referral form * Orientation Forms * Incident Report – Falls * Grievance Logs * Unusual Occurrence Form * Reportable Issues |  |  |
| **Month Three** | | | |
|  | Weekly reminder reports by RN |  |  |
|  | Weekly PI Client Meetings – by RN |  |  |
|  | Complete Statistics on:   * Incident Report-Falls * New client referrals * Hot Line Number * Client chart \_\_\_\_\_\_\_\_\_\_\_\_\_(software) * Employee File: Background Check: * Employee files (find number of in-services to date) |  |  |
|  | Client Visits completed/documentation and review   * Your client visit list * Important Dates reports * Q & A sessions * What to take |  |  |
|  | RN On- Call Questions and Review:   * See on-call list when to call Owner * Keeping On-call logs (RNs and Staffing coordinators.) * Employee / client incidents * Routine situations to handle * Charges for weekend RN visits |  |  |

Comments:

RN Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

DON Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_